MCAP INITIATIVES

IPAC-JAPAN

MCBJ/III MEF

M&RA G-1/MANPOWER CONF

3-6 FEB 2004

SITUATION

- **Draft MCO P5000.14D (MCAP) currently being staffed at HQMC.**
- **IPAC-J MCBJ/III MEF continuing planning for execution of MCAP initiatives and Personnel Administration at the installation level.**

MISSION

- **Shift all personnel administration to the supporting establishment/installations (MCBJ) IOT standardize, streamline and consolidate personnel administration and maximize manpower and administrative efficiency.**

EXECUTION

- **Use an Administration Operational Planning Team (AOPT) to identify and prioritize administration issues and planning actions.**
- **Incorporate Business Process Reengineering and Best Management Practices.**
- **Provide electronic/web services for all administration not requiring a Marine's physical presence.**
- **Provide Service Centers at each camp to meet remaining administrative needs and perform liaison duties for Commanders, Marines and their families.**
- **Maximize UDP Reachback capability**

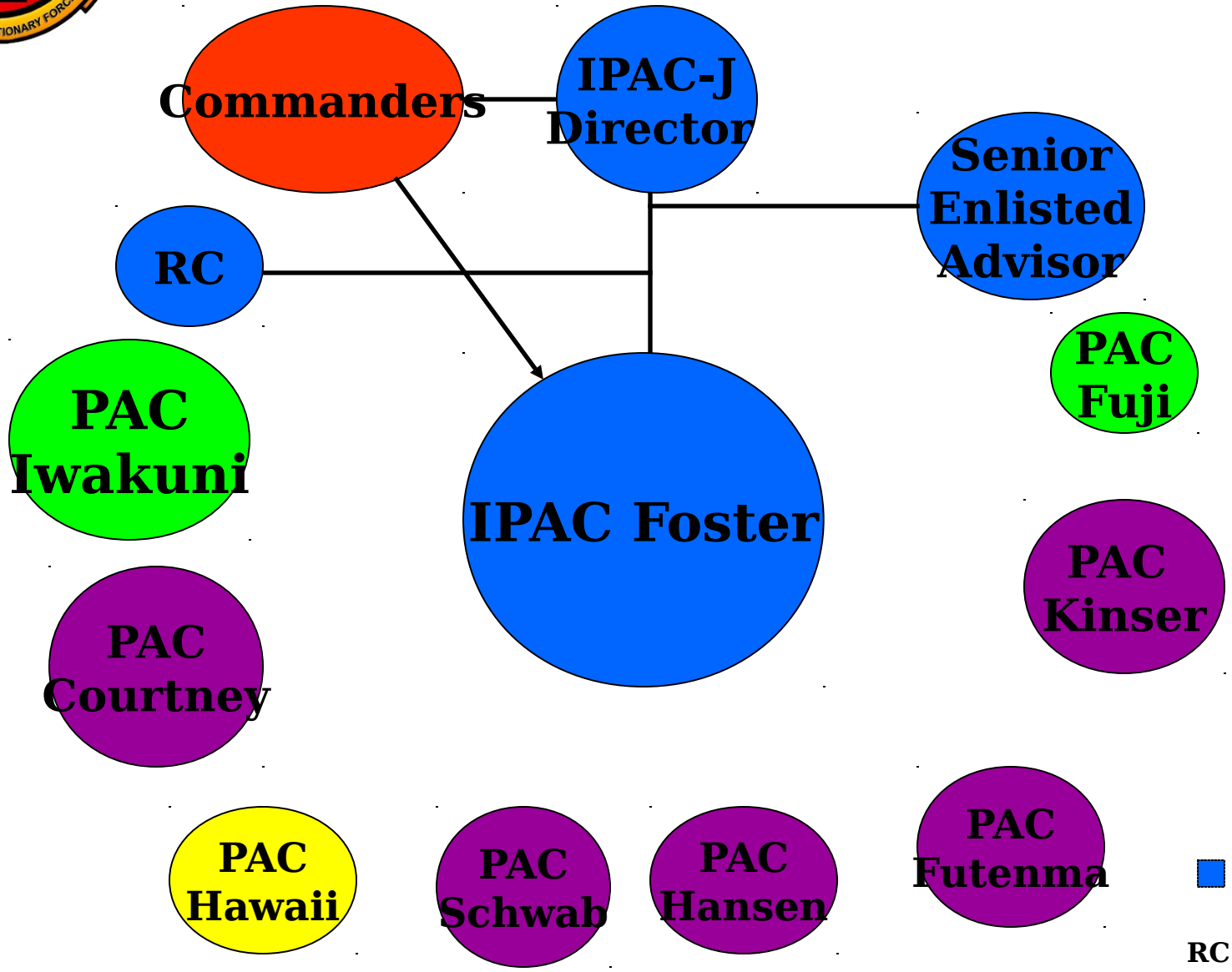
MCBJ/III MEF PERSONNEL ADMIN CENTERS

	Camp Foster MAW MCB MCAS UDP	Camp Kinser FSSG	Camp Courtney DIV MEF CE	Camp Schwab DIV (UDP)	Camp Hansen MHG DIV (UDP)	Camp Fuji HQSV CBN	Iwakuni MAW FSSG MCAS	Hawaii 3rd Marines	Hawaii CSSG-3	Hawaii MAG-24	Totals
Reporting Senior	**AC/S G – 1**	**AC/S G – 1**	**Camp CMDR**	**Camp CMDR**	**Camp CMDR**	**Camp CMDR**	**Camp CMDR**	**Executive Officer**	**CO CSSG-3**	**Camp CMDR**	
Date Started	**Jan 01**	**Feb 98**	**Sep 00**	**Aug 01**	**May 01**	**Sep 98**	**Jul 01**	**Apr 01**	**Apr 01**	**Feb 01**	
Records	**5900**	**3800**	**1227**	**1100**	**2500**	**290**	**2500**	**3700**	**798**	**1214**	**23,029**
MCAAT	**Jan 03 91.89 %**	**Jan 03 97.85 %**	**Feb 03 99.45%**	**Feb 03 95.08 %**	**Feb 03 91.46 %**	**Jan 03 93.03 %**	**Jan 03 96.53 %**	**Jun 03 MCAAT**	**Jun 03 MCAAT**	**May 02 93.75%**	**AVG 94.88 %**
01 Off/Enl	**5/90**	**6/75**	**2/26**	**2/21**	**2/44**	**0/8**	**4/49**	**4/62**	**1/14**	**3/27**	**29/416**
# Units Supported	**16**	**9**	**2**	**3**	**6**	**1**	**6**	**5**	**1**	**6**	**55**

COURSES OF ACTION

- **Remain “Status Quo”**
- **Revert back to BN ADMIN**
- **Consolidate at Geographical level**
- **Consolidate at Regional level**
  - **IPAC Pacific, East and West**
- **Consolidate to one USMC Mega Center**

IPAC-JAPAN PLAN



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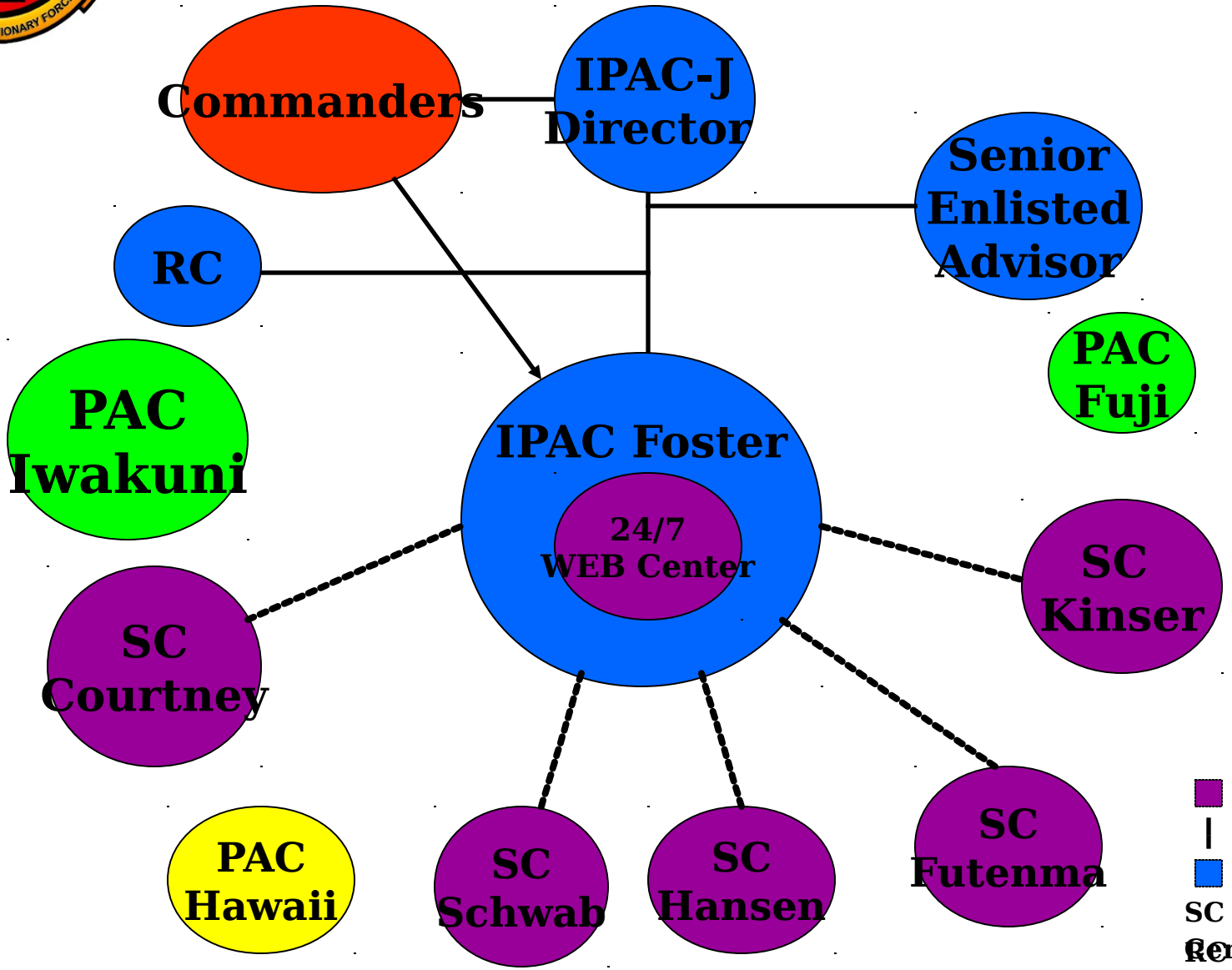

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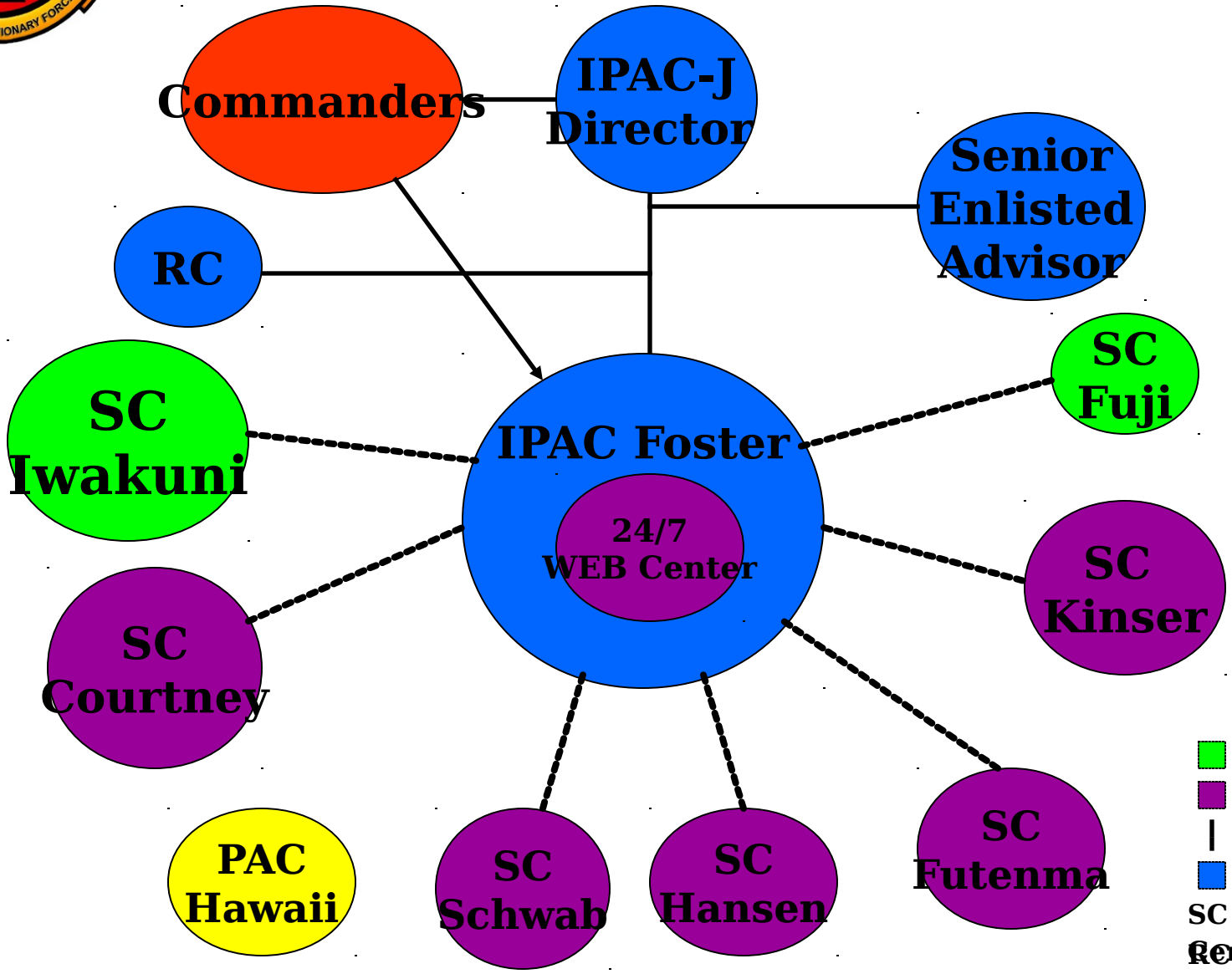

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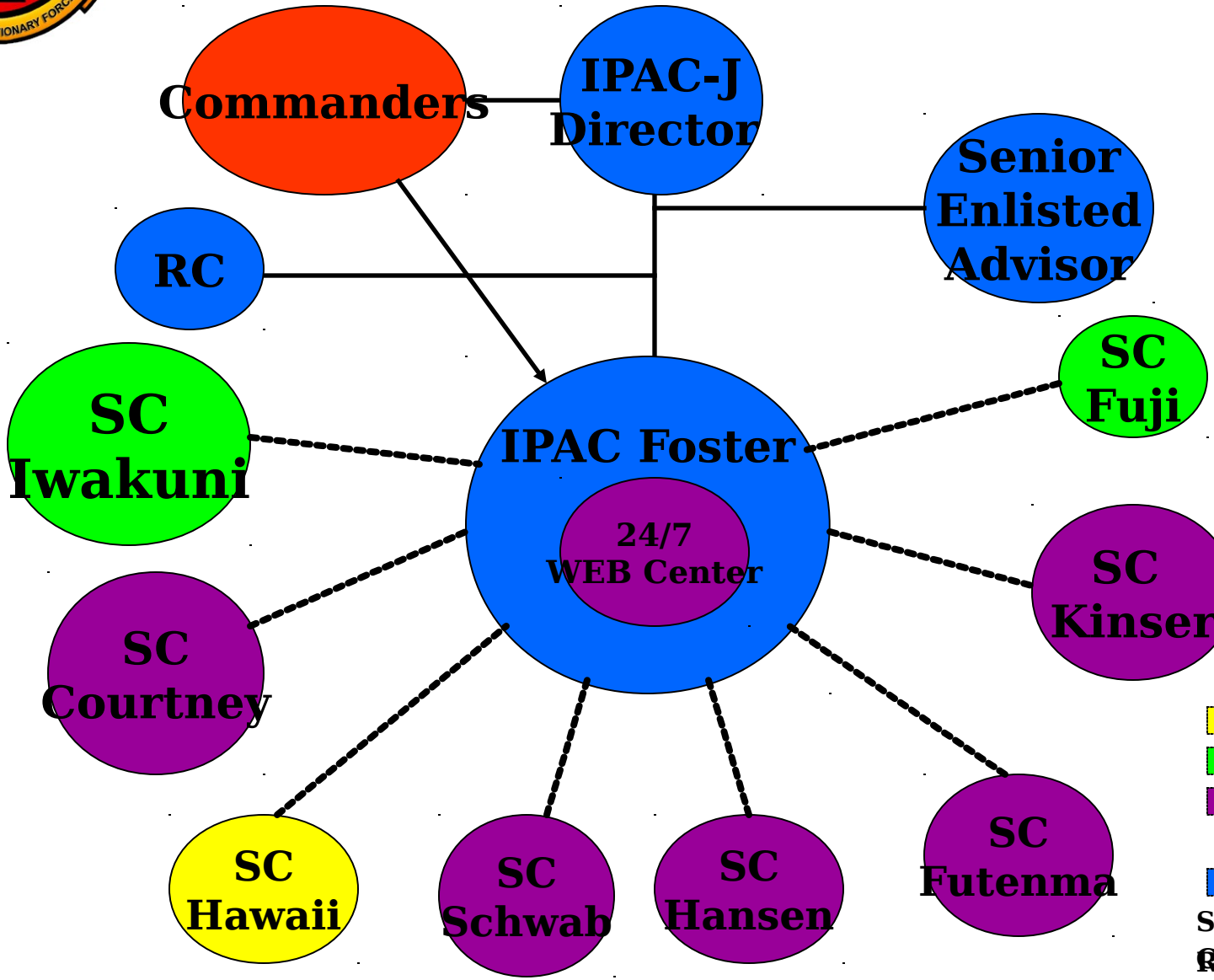

ASR MAPPING

- **Establish and validate IPAC-J T/O and revalidation of Non-Personnel Admin functions**
- **Identify**
  - **T/O and Line Numbers from Serviced MSC's to map**
  - **SORTS procedures**
- **HQMC (MM + MP) and TFSD staff review/actions**
- **MM executes assignments**

POA&M

- **Phase I – AOPT (formed 4 Jun 03)**
  - **Form IPAC-J planning team and shift IPAC Foster to MCBJ G-1**
  - **Information/Data gathering**
- **Phase II –Revalidate and realign common tasks**
  - **IPAC-J Reception Center (March 2004)**
- **Phase III – Business Process Reengineering**
  - **Initial Process Validation (1 Apr 04)**
  - **Complete and sell ASR mapping proposal to CMC to ensure supportive staffing.**
- **Phase IV – Approval/Execution - TBD**
  - **Final Shift of PACs to MCBJ (July 2004)**
  - **Execute process improvements/realignments**
- **Phase V - Plan implementation of IPAC Pacific**

= COMPLETED

= IN PROGRESS

ADMIN AND LOGISTICS

- **Develop Notional T/O and T/E by mapping from all MCBJ/III MEF units**
- **Publish MCBJ/III Order as SOP to formalize, T/O, T/E and funding.**
- **Command briefs will be provided prior to the execution of each phase for concurrence**
- **Formalize realignment of T/Os and T/E**

COMMAND & SIGNAL

- **Points of Contact:**
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  - **IPAC-J Director - CWO-5 Kozlesky DSN 645-8523**

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